
Field Training Officers

416.1 PURPOSE AND SCOPE

The Field Training Officer (FTO) Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Hudson Police Department.

416.2 POLICY

It is the policy of this department to assign all new police officers to a structured FTO Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

416.3 FIELD TRAINING OFFICER

The FTO is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

416.3.1 SELECTION PROCESS

FTOs will be selected based on certain requirements, which include:

- (a) Desire to be an FTO.
- (b) Demonstrated ability as a positive role model.
- (c) Approval by supervisors and current FTOs.
- (d) Possess a Wisconsin Law Enforcement Standards Board (LESB) basic certificate.

416.3.2 TRAINING

An officer selected as an FTO shall successfully complete an FTO course approved by the Department prior to being assigned as an FTO.

An FTO must complete an FTO update course approved by the Department every three years while assigned to the position of FTO. Any updates shall then be shared with and reviewed by the FTO team.

416.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor will be selected by the Chief of Police and should possess, or have completed supervisory and/or leadership training.

The responsibilities of the FTO Program supervisor include:

- (a) Assign trainees to FTOs.

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- (b) Conduct FTO meetings.
- (c) Maintain and ensure FTO/trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor the overall FTO Program.
- (g) Develop ongoing training for FTOs.

416.5 TRAINEE DEFINED

Trainee - Any entry level or lateral police officer newly appointed to the Hudson Police Department who, within the time frame established by the Law Enforcement Standards Board (LESB), has successfully completed an LESB-approved basic training course.

416.6 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience.

To the extent practicable, entry level and lateral officers should be assigned to a variety of FTOs, shifts and geographical areas during their Field Training.

416.6.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Hudson Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations of the Hudson Police Department.

416.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

416.7.1 FIELD TRAINING OFFICER

- (a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to their immediate supervisor on a daily basis.
- (b) FTOs shall review the Daily Trainee Performance Evaluations with the trainee each day.

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- (c) A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.
- (d) FTOs shall be responsible for signing off on all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.

416.7.2 IMMEDIATE SUPERVISOR

The FTO's shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator / Supervisor.

416.7.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted through the FTO's immediate supervisor.

The Field Training Administrator will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Administrator will hold a process review meeting with all FTOs to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, will be documented and forwarded to the Chief of Police for review and approval.

416.7.4 TRAINEE

416.8 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following minimum but is not limited to just these items:

- (a) Daily Trainee Performance Evaluations
- (b) End of phase evaluations
- (c) A Certificate of Completion, certifying that the trainee has successfully completed the required number of hours of field training